

NEW HAMPSHIRE NATIONAL GUARD  
TECHNICIAN PERSONNEL REGULATION  
NUMBER 630-10

**CORRECTED COPY**

ALTERNATE WORK SCHEDULE

1. **PURPOSE:** This regulation establishes procedures for alternate work schedules (AWS) for federal employees of the New Hampshire National Guard. This regulation supplements NHNG TPR 610-630 and supersedes NHNG TPR 630-10 Alternative Work Schedule, dated January 2006 and all changes.
2. **REFERENCES:** NGB TPR 990-2; PART 610, 5 Code of Federal Regulations (CFR); Section 6103, Title 5, United States Code (USC); and Executive Order 11582.
3. **SCOPE:** This regulation applies to all full-time federal employees and units of the New Hampshire National Guard. Appendices contain additional specific guidance for the Air (Appendix A) and Army (Appendix B) Guard.
4. **OBJECTIVES:** Meet mission requirements and customer service needs, while Improving employees' work schedules and utility usage.
5. **GENERAL:** Approval authority of the AWS rests with the Adjutant General of New Hampshire. Supervisors will approve individuals to participate in AWS as long as unit operations, safety and missions are not adversely impacted. With an AWS, employees can gain more time for family, community and education. The AWS is also a useful recruitment and retention tool.
6. **DEFINITIONS:**
  - **Alternate Work Schedule:** A term which jointly refers to flexible and compressed work schedules. The New Hampshire National Guard offers employees a compressed work schedule. Flexible work schedules do not apply.
  - **Flexi tour:** A flexible schedule in which an employee, having once selected starting and stopping times within the flexible time bands, continues to adhere to these times.
  - **Compressed Work Schedule:** The scheduling of work hours in excess of eight hours per day to meet an 80-hour biweekly basic work requirement in less than ten work days.
  - **Administrative Workweek:** The administrative workweek is seven consecutive Calendar days beginning at 0001 hours on Sunday and ending at 2400 hours on The following Saturday.
  - **Administrative Pay Period:** The days and hours of an administrative pay Period which make up the regularly scheduled eighty hour pay period.
  - **Regular Tour of Duty:** There are two regular tours of duty established for full time employees of the New Hampshire National Guard. The first is ten eight-hour days per pay period. The second is a compressed schedule with eight nine-hour days and one eight-hour day per pay period.

7. AWS HOLIDAYS: Per Title 5 USC and Executive Order 11582, specific regulations Apply to holidays within an alternate work schedule.
- A. When a holiday falls on a day that an employee is regularly scheduled to work under a compressed work schedule, the scheduled work day is the employee's holiday.
- (1.) If the employee is covered by a compressed work schedule, the employee's holiday will comprise the number of hours the employee is regularly scheduled to work that day.
- (2.) A technician who is required to work on a regularly scheduled work day that is a holiday receives holiday premium pay for working on the holiday and is not entitled to an in lieu of holiday. If the technician is covered by a compressed work scheduled, the technician is entitled to holiday premium pay for the number of hours he or she is regularly scheduled to work that day.
- B. When a holiday falls on a non-work day for an employee covered by a compressed work schedule and:
- (1.) The holiday falls on Sunday, the first regularly scheduled work day following the Sunday holiday is the employee's in lieu of holiday, i.e. holiday is Sunday, the in lieu of day is Tuesday.
- (2.) The holiday is not a Sunday, the last regularly scheduled work day preceding the holiday is the employee's in lieu of holiday, i.e. holiday is Saturday or Monday, the in lieu of day is Friday.

/s/  
Clark, Kenneth  
MG, NHNG  
The Adjutant General

ANNEX A-1  
NHANG ALTERNATE WORK SCHEDULE  
CALENDAR  
2007

1. The following is the CY07 Alternate Work Schedule for the NHANG. This schedule was derived, taking into consideration planned activities during the year including UTAs, SUTAs, and holidays.
2. Some pay periods have only one AWS day designated because of a major holiday occurring during that period.
3. The primary AWS is designated by a "(P)" following the date and the secondary is designated by a "(S)" following the date.
4. CY07 Alternate Work Schedule for NHANG:

<b>PAY PERIOD</b>	<b>AWS DATES(S)</b>	<b>8 HOUR DAY</b>
24 Dec 06 – 6 Jan 07	29 Dec (S) 26 Dec (P)	5 Jan
7 Jan – 20 Jan	12 Jan (S) 16 Jan (P)	19 Jan
21 Jan – 3 Feb	26 Jan (S) 29 Jan (P)	2 Feb
4 Feb – 17 Feb	16 Feb (S) 12 Feb (P)	9 Feb
18 Feb – 3 Mar	2 Mar (S) 20 Feb (P)	23 Feb
4 Mar – 17 Mar	16 Mar (S) 5 Mar (P)	9 Mar
18 Mar – 31 Mar	30 Mar (S) 19 Mar(P)	23 Mar
1 Apr – 14 Apr	6 Apr (S) 9 Apr (P)	13 Apr
15 Apr – 28 Apr	20 Apr (S) 23 Apr (P)	27 Apr
29 Apr – 12 May	11 May (S) 30 Apr (P)	4 May
13 May – 26 May	25 May(S) 14 May (P)	18 May
27 May – 9 Jun	8 Jun (S) 29 May (P)	1 Jun

<b>PAY PERIOD</b>	<b>AWS DATES(S)</b>	<b>8 HOUR DAY</b>
10 Jun – 23 Jun	22 Jun (S) 11 Jun (P)	15 Jun
24 Jun – 7 Jul	6 Jul (S) 2 Jul (P)	29 Jun
8 Jul – 21 Jul	20 Jul (S) 9 Jul (P)	13 Jul
22 Jul – 4 Aug	3 Aug(S) 23 Jul (P)	27 Jul
5 Aug – 18 Aug	17 Aug (S) 6 Aug (P)	10 Aug
19 Aug – 1 Sep	31 Aug (S) 20 Aug (P)	24 Aug
2 Sep – 15 Sep	14 Sep (S) 4 Sep (P)	7 Sep
16 Sep – 29 Sep	28 Sep (S) 17 Sep (P)	21 Sep
30 Sep – 13 Oct	5 Oct (S) 9 Oct (P)	12 Oct
14 Oct – 27 Oct	26 Oct (S) 22 Oct (P)	19 Oct
28 Oct – 10 Nov	9 Nov (S) 29 Oct (P)	2 Nov
11 Nov – 24 Nov	23 Nov (All)	16 Nov
25 Nov – 8 Dec	7 Dec (S) 26 Nov (P)	30 Nov
9 Dec – 22 Dec	21 Dec (S) 10 Dec (P)	14 Dec
23 Dec – 5 Jan 08	24 Dec (All)	4 Jan

**CORRECTED COPY**

ANNEX B-1  
NHARNG ALTERNATE WORK SCHEDULE  
CALENDAR 2007

1. The following is the CY07 Alternate Work Schedule for the NHARNG.
2. Some pay periods have only one AWS day designated because of a major holiday occurring during that period.
3. The primary AWS is designated by a "(P)" following the date and the secondary is designated by a "(S)" following the date.
4. CY07 Alternate Work Schedule for NHARNG:

<b>PAY PERIOD</b>	<b>AWS Dates(s)</b>	<b>8 HOUR DAY</b>	<b>HOLIDAY</b>
7 JAN -20 JAN	15-Jan(P) 12-Jan(S)	19-Jan	15 Jan, MLK Day
21 JAN -3 FEB	29-Jan(P) 26-Jan(S)	2-Feb	
4 FEB- 17 FEB	12-Feb(P) 9-Feb(S)	16-Feb	
18 FEB- 3 MAR	26-Feb(P) 23-Feb(S)	2-Mar	19 Feb, Washington's Birthday
4 MAR- 17 MAR	12-Mar(P) 9-Mar(S)	16-Mar	
18 MAR -31 MAR	26-Mar(P) 23-Mar(S)	30-Mar	
1 APR -14 APR	9-Apr(P) 6-Apr(S)	13-Apr	
15 APR - 28 APR	23-Apr(P) 20-Apr(S)	27-Apr	
29 APR - 12 MAY	7-May(P) 4-May(S)	11-May	
13 MAY - 26 MAY	21-May(P) 18-May(S)	25-May	
27 MAY - 9 JUN	4-Jun(P) 1-Jun(S)	8-Jun	28 May, Memorial Day

<b>PAY PERIOD</b>	<b>AWS DATE(S)</b>	<b>8 HOUR DAY</b>	<b>HOLIDAY</b>
10 JUN - 23 JUN	18-Jun(P) 15-Jun(S)	22-Jun	
24 JUN - 7 JUL	2-Jul(P) 29-Jun(S)	6-Jul	4 Jul, Independence Day
8 JUL - 21 JUL	16-Jul(P) 13-Jul(S)	20-Jul	
22 JUL - 4 AUG	30-Jul(P) 27-Jul(S)	3-Aug	
5 AUG - 18 AUG	13-Aug(P) 10-Aug(S)	17-Aug	
19 AUG - 1 SEP	27-Aug(P) 24-Aug(S)	31-Aug	
2 SEP - 15 SEP	10-Sep(P) 7-Sep(S)	14-Sep	3 Sep, Labor Day
16 SEP - 29 SEP	24-Sep(P) 21-Sep(S)	28-Sep	
30 SEP - 13 OCT	8-Oct(P) 5-Oct(S)	12-Oct	8 Oct, Columbus Day
14 OCT - 27 OCT	22-Oct(P) 19-Oct(S)	26-Oct	
28 OCT - 10 NOV	5-Nov(P) 2-Nov(S)	9-Nov	
11 NOV - 24 NOV	23-Nov(All)	16-Nov	12 Nov, Veterans Day 22 Nov, Thanksgiving
25 NOV - 8 DEC	3-Dec(P) 30-Nov(S)	7-Dec	
9 DEC - 22 DEC	17-Dec(P) 14-Dec(S)	21-Dec	
23 DEC - 5 JAN	24-Dec(All)	4-Jan	25 Dec, Christmas Day 1 Jan, New Years Day
<b>NOTES:</b> Christmas Day, and New Years Day each fall on a Tuesday. I have inserted Dec 24th as the AWS.			